



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 66 - 09

OPEN TO: **All Qualified Candidates**

POSITION: **Alumni/Contact Database Assistant, FSN – 8; FP- 6**
(Salary approx. Tk. 44,000 per month)
Or

**Depending on qualifications and experience
incumbent may be hired at a lower trainee grade
level below:**

**Trainee Alumni/Contact Database Assistant, FSN – 7;
FP- 7** (Salary approx. Tk. 38,000 per month)

OPENING DATE: **August 3, 2009**

CLOSING DATE: **August 16, 2009** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND
HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE
ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Alumni/Contact Database Assistant in the Distribution section of Public Affairs (PA) Office.



BASIC FUNCTION: Incumbent coordinates programming for State Alumni, including planning events and activities, contributing to and promoting the State Alumni website, and reporting. Maintains contact information for alumni and other PA contacts through the contact database. Assists in the identification of audiences and institutions for programming and contact management. Manages supplies of public diplomacy publications and materials. Supervised by the Cultural Affairs Specialist. Supervises one clerk.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Coordination of Alumni Activities

Works with the Cultural Affairs Specialists, the CAO (Cultural Affairs Officer) , and the ECA (Educational & Cultural Affairs) Alumni Coordinator in Washington to develop, coordinate, and organize alumni events (receptions, conferences, seminars, workshops and other meetings) and to integrate USG alumni into all Mission programming. Coordinates with the ECA/P Alumni Affairs Program of the US State Department and prepares proposals for ECA/SCA funding. Maintains the list of Bangladeshi participants in the State Department's Global Alumni Archive Database. Contributes content to the ECA Alumni State website. Promotes membership of the State Alumni Website, alumni.state.gov, and participation in website activities such as Q&A Live events. Promotes the formation and development of alumni associations. Writes comprehensive reports on events and activities to be distributed to Embassy and State/ECA elements.

b. Contact Database Management

Maintains an alumni database that coordinates with the ECA global alumni archive. Continuously updates the audience and institution lists to ensure they are current and relevant to PA plans and goals. Creates new contact database entries and ensures conformity with correct procedures before final confirmation. Prepares contact summary reports to be used in program planning and evaluation. Based on personal knowledge and judgment of past experiences, advises CAO and program staff on ideal audience mix for PA programs. Provides list of VIPs or those requiring special attention and alerts Cultural Affairs Specialists and CAO when individuals are over-programmed.

c. Materials Development and Distribution

Selects materials and supervises preparation of kits and mailings, including alumni-specific mailings, to support various post programs. Distributes such materials via local mail and/or e-mail listserv. Coordinating with other PAS colleagues, distributes publications to alumni and other PAS contacts, and ensures that they receive relevant announcements and information about



upcoming programs and activities. Generates lists and mailing labels for post-published pamphlets and periodicals on the Paradox database. Drafts cables concerning and receives shipments of various IIP (State Department publications) and locally-produced periodicals and pamphlets. Maintains stock records and furnishes statistical data on usage for reordering and stocking purposes.

QUALIFICATIONS REQUIRED:

- 1. Education:** University degree in Arts or Science.
- 2. Language Proficiency:** Level IV (Fluent) in English and Bangla. Language proficiency will be tested at the time of selection.
- 3. Prior Work Experience:** Four to six years of progressive professional experience in public affairs, public relations, media, journalism, cultural programming, project management and/or academia.
- 4. Knowledge:** A good knowledge of Bangladesh's social/political structures. Have knowledge of the contact database system.
- 5. Skills and Abilities:**

Ability to operate computerized information systems, coordinate multi-faceted alumni programming and manage ongoing projects. Ability to perceive social/political structures and their relation to MSP goals.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

- 1.** Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
- 2.** Current employees serving a probationary period are not eligible to apply.
- 3.** Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.



4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at South barrier (near the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application form with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

**POINT OF CONTACT:**

Human Resources Assistant
Telephone # 885-5500, Ext: 2533
Fax # 9887825

DEFINITIONS:

- 1. US Citizen Eligible Family Member (USEFM):** Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.
- 2. Eligible Family Member (EFM):** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.
- 3. Member of Household (MOH):** An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*



The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: CAO: FMO: MGT: